



6 September 2021

CHRISTCHURCH COMMUNITY PARTNERSHIP (CCP) JOB DESCRIPTION

JOB TITLE	Chief Executive Officer
INTRODUCTION	
<p>As we seek to expand our role and establish a more sustainable future, Christchurch Community Partnership (CCP) is looking for an experienced Chief Executive Officer who will lead our dedicated staff and volunteer force through a significant time of change. You will promote the work of the CCP within the local Christchurch community, working alongside partner organisations as we make a major contribution to the well-being of socially isolated people.</p>	
OVERVIEW OF THE CCP	
<p>Established in 2001 and incorporated as a Limited Company in 2011, the CCP has undergone numerous structural changes as we have sought to adapt to changing circumstances. Post the COVID pandemic during which we continued to operate within the community it was readily apparent that there was burgeoning challenge to combat social isolation for people in the BH23 area.</p> <p>We strive to meet this objective by:</p> <ul style="list-style-type: none"> • Providing services for socially isolated adults • Campaigning for a better deal for socially isolated people • Working in partnership with other organisations • Identifying, and finding innovative ways to meet, new and changing needs. 	
KEY RESPONSIBILITIES	
<p>As CEO, your key responsibilities will be to:</p> <ul style="list-style-type: none"> • Advise and make recommendations to the Board of Trustees on issues relating to strategy, policy, service and financial management, human resources and H&S issues, ensuring such proposals are compliant with the guidance provided by the Charity Commission and adhere to Charity Law. 	

- Deliver a rolling 5-year management plan that captures the Board of Trustees' strategic intent.
- As Chair of the Management Committee, provide strong leadership and motivational guidance to all the charity's staff and volunteers to ensure the day-to-day delivery of this management plan.
- Balance the requirement for financial and volunteer resources against the demands of the management plan to ensure we have a sustainable future.

MAIN TASKS

Accountable to the Board of Trustees and reporting directly to the Chair your main tasks as CEO will be to:

- Deliver and implement the charity's rolling 5-year strategic management plan.
- Ensure the charity is operating in a manner and on a scale that is sustainable.
- Identify opportunities for further development that align with the charity's objectives.
- Chair the Management Committee¹ and oversee the activities of its members, ensuring their output aligns with our direction of travel.
- Lead on Risk Management within the charity, including overseeing organisational risk, compiling and maintaining the risk registers and reporting to the Trustees on risk related matters.
- Ensure all staff and volunteers receive an induction package and that they are motivated and empowered to achieve our charitable aims.
- Act as a role model for organisational values and provide the necessary leadership and coaching to build a team ethos.
- Ensure targets are being met and reported.
- Develop and maintain, in conjunction with the Board of Trustees, close relations with partner organisations.
- Ensure that the CCP has effective systems in place for contract and other funding compliance.
- Take the lead role in the recruitment and line management responsibility for specific named posts and consequent annual performance appraisal.
- Draw together the various inputs to the Annual Report and ensure its timely submission
- Ensure compliance with all the major policies & procedures including health & safety, GDPR, safeguarding and all the relevant HR ones.
- Oversee management of premises and other assets.

¹ Representing Administration, Community Transport, Befriending Services, Media

THE IDEAL CANDIDATE		Essential	Desirable
QUALIFICATIONS			
Management Qualification			✓
Financial Qualification			✓
EXPERIENCE			
Experience of working in the charity sector, ideally as a Trustee.		✓	
Experience or working to a voluntary Trustee Board.			✓
Experience of managing a charity within a local community.			✓
Experience of securing large funding bids.		✓	
Financial experience, including working within budgets.		✓	
SKILLS & ABILITIES			
Proven ability to build high performing teams through excellent leadership skills.		✓	
Proven track record of designing and delivering transformation and change, preferably within the Charity sector.			✓
Excellent verbal and written communication and presentation skills with experience of influencing at Board and management level.		✓	
Good negotiation skills.			✓
Ability to manage projects and develop plans and strategies.			✓
Able to think strategically, with creativity grounded in pragmatism.			✓
Strong organisational skills combined with excellent emotional intelligence to achieve goals through consensus.		✓	
Clarity of vision regarding the big picture and organisational objectives.			✓
Good team leader and member.		✓	
TERMS OF EMPLOYMENT			
Contract	This is an initial full time 2 years' contract with the intention of renegotiating a rolling 1 year extension thereafter.		
Notice	The appointment is subject to a satisfactory completion of a 6 months' probationary period. During this period the post will be subject to a week's notice for either party. Three months' notice in writing on either side applies after the probationary period.		
Location	You will be mainly based at 43 Barrack Road, Christchurch but some home working and travelling to meet our partners, will be necessary.		
Working Hours	30 hours / week – this is flexible and may include some evening and weekend work.		
Salary	£18 per hour.		
Expenses	In accordance CCP expenses policy.		
Holiday	28 days per annum, including statutory Public Holidays.		

APPLICATION PROCESS

If you would like to apply for the role of CEO to the CCP please submit a CV and covering letter, articulating your experience and skills set and where you believe you can take the charity over the next 2 years.

Closing Date To reach the CCP by midnight 30 September 2021

Address Please forward your application either electronically by email to ccp.coord@gmail.com or as a hardcopy to:
CCP Recruitment
43 Barrack Road
CHRISTCHURCH
Dorset BH23 1PA

Further Information If you require further information, please forward your request to ccp.coord@gmail.com.

Notification You will be notified by 1 October 2021 if you have been successful in being selected for interview. It is anticipated that interviews will be conducted during week commencing 4 October 2021.